

**SOUTH DAKOTA
REAL ESTATE COMMISSION**
221 W. Capitol Ave., Suite 101
Pierre, SD 57501
Telephone: 605-773-3600
Fax: 605-773-4356
Web site: www.state.sd.us/sdrec

FOR COMMISSION USE ONLY

Receipt No. _____ Amount _____
Approved _____ Date _____
Required Hours _____ Elective Hours _____
Approved by _____
Course Number _____

**APPLICATION FOR APPROVAL/RENEWAL OF
REAL ESTATE EDUCATION COURSE**
(A separate application must be completed for each course.)

____ **New Course** ____ **Course Renewal** (If renewal, please list course number _____)

Course Delivery: ____ **Classroom** ____ **Distance Learning** ____ **Independent Study**

Name of provider _____

Mailing address _____
(Street or PO Box)

(City) (State) (Zipcode)

Business Location, if different from above _____
(Street)

(City) (State) (Zipcode)

Contact person _____

Telephone number _____ Toll free number _____ Fax number _____

E-Mail _____ Web site address _____

Course title _____

Number of hours requested _____

Is this course certified by the Association of Real Estate License Law Officials? _____ Yes _____ No
(If yes, provide copies of the certification and summary sheet.)

Is this course approved by the real estate regulatory agencies in any other states? _____ Yes _____ No

If yes, list those states _____

Method of evaluation of the course _____

CHECK ALL TOPICS COVERED IN THIS COURSE:

✓	Topic	✓	Topic
	Real estate ethics		Land use planning and zoning
	Legislative issues that influence real estate practice		Use of calculators or computers as applied to the practice of real estate
	Real estate license law and rules, including compliance and regulatory practices		Accounting and taxation as applied to real property
	Real estate financing		Estate building and portfolio management
	Real estate market measurement and evaluation		Real estate securities and syndication
	Real estate brokerage administration		Land development
	Real estate mathematics		Real estate appraising
	Real property management		Real estate marketing procedures
	Real property exchange		Basic computer skills
	Fair housing		Environmental issues
	Home inspection		Americans with Disabilities Act
	Antitrust		

APPLICATION FEE MUST BE ENCLOSED. PLEASE CHECK FEE ENCLOSED:

	✓	Principles & Practices	✓	Broker Courses II-A & II-B	✓	Continuing Education	✓	Renewal
Classroom		150.00		150.00		75.00		50.00
Distance Education		300.00		300.00		150.00		50.00
Independent Study		200.00		200.00		75.00		50.00
ARELLO Certified		75.00		75.00		50.00		50.00
Seminar						15.00/hour		n/a

Include with the application the following:

Classroom delivery: Form C

Form N

Form O

All course materials and handouts

Instructor application, if not already on file with Commission (Guest instructors need only submit a resume.)

Distance learning: Form D

Form N (if course is delivered electronically to remote classroom sites)

Form O

All course materials

Instructor application, if not already on file with Commission (Guest instructors need only submit a resume.)

Independent study: Form I

Form O

All course materials (include exams and answer keys)

All information, requested materials and application fee must accompany the application or the application will be returned.

Signature of Authorized Representative

Title

FORM C

(This form must accompany the application for classroom study.)

Name of course _____

Instructor _____

Does the instructor hold a certificate from the S.D. Real Estate Commission to teach real estate courses? _____ If no, the instructor must submit an instructor application for approval.

Does this course utilize the services of a guest speaker? _____ If yes, the guest speaker's resume must accompany this application.

Procedure for measuring attendance _____

FORM D

(This form must accompany the application for distance learning courses.)

Name of course _____

Average rate of completion _____

List the instructor(s) available to answer student questions for this course _____

Means of contacting instructor(s) _____

Hours of availability of instructor(s) _____

If an instructor will be presenting the course, does he/she hold a certificate from the S.D. Real Estate Commission to teach real estate courses? _____ If no, the instructor must submit an instructor application for approval.

Describe the medium by which this course is delivered _____

List any equipment or software required of the student for this course. Indicate if this is provided for the student.

Identify the types of interactive events included in the course and specify how the interactive events contribute to the achievement of the state learning objectives.

How does the course measure, document and record that the student has engaged in the required interactive exercises, achieved the required level of mastery, and spent the required amount of time completing the course?

Form D (cont.)

(SDREC-EDUC/CRSAPP.01)

List Internet addresses of reference links if this course utilizes the Internet _____

If this course requires prerequisites, list all prerequisites _____

Explain the remediation process used to accomplish mastery of material when specific deficiencies are identified.

Procedures used to ensure exam security _____

What technical support is provided for this course? _____

How does the course provide protection against loss of student data due to hardware or software failure or against inadvertent loss by the student?

Describe how the exams are administrated _____

After enrolling in this course, how long does a student have to complete the course before the student must begin again?

If this course is delivered to remote classroom sites, are all student spaces ADA compliant? _____ Yes _____ No

If this course is delivered to remote classroom sites, describe how attendance is measured at each site. _____

If this course is delivered to remote classroom sites, you must complete Form N listing all remote sites.

Form I

(This form must accompany the application for independent study courses.)

Name of course _____

Average rate of completion _____

List the instructor(s) available to answer student questions for this course _____

Means of contacting instructor(s) _____

Hours of availability of instructor(s) _____

How does the course measure, document and record that the student has engaged in the required exercises, achieved the required level of mastery, and spent the required amount of time completing the course?

If this course requires prerequisites, list all prerequisites _____

Procedures used to ensure exam security _____

Describe how the exams are administrated _____

After enrolling in this course, how long does a student have to complete the course before the student must begin again?

Form N

(This form must accompany the course application for all courses presented in a classroom setting. It must also be used when you notify the Commission of your course schedule. It is suggested that you make copies of this form or download it from the Commission's web site at www.state.sd.us/sdrec.)

Notification of Upcoming Courses

Course provider _____

Contact person _____ Phone Number _____

Start Date	End Date	Course Name (as it appears on the approval certificate)	South Dakota Course Number	Location (City)

Form O

(This form must accompany the course application. If you attach an outline, that outline must contain the same information as that requested below.)

Outline of Course Presentation

Subject Content of Each Segment	Learning Objective	Teaching Techniques Utilized in Each Segment	Estimated Time to Complete Each Segment

TOTAL ELECTIVE HOURS _____

TOTAL REQUIRED HOURS _____

TOTAL HOURS REQUESTED _____

IMPORTANT!

The following information pertains to rules that must be followed to maintain course certification:

- ◆ All courses presented in a classroom setting must meet the required number of hours.
- ◆ The Commission must be notified, in advance, of course schedules, dates, locations and any changes in the course content.
- ◆ A distance learning or independent study course must require that the student pass an appropriate exam to successfully complete and receive credit for the course. The examination must contain at least five questions for each hour of credit and require a minimum passing score of at least 80 percent.
- ◆ The provider of a distance learning or independent study course must obtain from each student a certification statement substantially as follows: "I certify that I have personally completed each assigned module of instruction for this course without the assistance of any person other than my instructor and that all work represented as being mine is in fact my own work."
- ◆ All providers must issue a certificate of attendance to licensees who attend the course.
- ◆ Anyone who is absent for more than 10% of a course presented to attendees in a classroom setting may not receive credit for the course.
- ◆ No licensee may receive credit for the same course taken more than once in any one renewal period.
- ◆ The provider is responsible to certify to the Commission, within 10 days of completion of the course, that each student successfully completed the entire course. This roster must contain the licensee's name, license type, license number, course title, course number and number of hours completed.
- ◆ The certificate of accreditation for continuing education courses expires three years from the date of approval, at which time the certificate becomes void and a new application must be made to the Commission.
- ◆ The course provider must maintain for a minimum of three years the records of all students (copies of certificates) who successfully complete the course.
- ◆ Course must be open to all licensees.
- ◆ All applicable South Dakota laws and rules must be observed.

Syllabi and student manuals should contain the following items:

- Faculty contact information, telephone, e-mail, voicemail, address, toll free numbers
- Homework and assignments
- Any broadcast schedules and any broadcast repeats
- Student material required, (such as software, specialized Internet providers, etc.)
- Testing information
- Distance site locations
- Responsibilities and procedures for missed technology sessions
- Library and resource information
- Deadlines
- Registration periods
- Withdrawal information
- Fees and refunds
- ADA information
- Mailing procedures
- Technology support services available to students
- Completion and assignment time lines
- Prerequisites
- Illness policy

List of Attendees

(This form must be completed by the course sponsor and submitted to the S.D. Real Estate Commission, 221 W. Capitol, Suite 101, Pierre, SD 57501 within 10 days of course completion. This form can also be faxed to (605) 773-4356.)

Course Sponsor _____ Instructor _____

Course Name _____ Course Number _____

Phone Number _____ Hours _____ Date _____ Location _____

Last	First	License Type	License Number
1			
2			
3			
4			
5			
6			
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12			
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SOUTH DAKOTA REAL ESTATE COMMISSION EDUCATION EVALUATION FORM

(This form must accompany the list of attendees that is submitted to the Commission within 10 days of course completion.)

Course name _____

Date _____ Location _____ Instructor _____

1. Did you find the content of this course to be up-to-date?
☐ Yes ☐ Fairly up-to-date ☐ No
2. Was the course well organized?
☐ Yes ☐ Somewhat ☐ No
3. Did you find the material to be relevant to your own work as a real estate professional?
☐ Yes ☐ Somewhat ☐ No
4. How would you rate the level of this course?
☐ About right ☐ Too advanced ☐ Too basic
5. On a scale of 1-5, with 5 being best and 1 being worst, how do you rate the overall course?
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Comments _____

6. Was the instructor knowledgeable and up-to-date on the subject?
☐ Yes ☐ Somewhat ☐ No
7. On a scale of 1-5, with 5 being best and 1 being worst, how do you rate the instructor?
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Comments _____

8. Were the classroom facilities adequate?
☐ Yes ☐ No

Comments _____

9. Please write down any additional comments or other course topic suggestions.
